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Approved For Release 2005/11/29 : CIA-RDP58-00039A000200020145-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR ~~CONFIDENTIAL~~ DATE: 6 July 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 27

STAT

JOB NO. ROLL NO. FLD NO. DOC. NO. **21** NO CHANGE
 IN CLASS/ DECL/ CLASS CHANGED TO: TS S C RET. JUST **22**
 NEXT REV DATE **09** U/P DATE **13 Dec 79** REVIEWER U/P/DCC. **02**
I. SIGNIFICANT ITEMS Note: PGS **7** CREATION DATE ORG COMP **U** CIV **U** ORG CLASS **S**
II. OTHER ITEMS REV CLASS **C** REV COORD. AUTH: MR 70-3

A. FY 1955 TOTAL OBLIGATIONS. In the installation of the new OTR Obligating Procedures considerable difficulty was encountered with the Finance Division in reconciling the Total Accumulated Obligations with the FY 1955 records of BFO/TR. The Finance Division has agreed to accept OTR records of total obligations with proper justification of differences. Under these procedures all obligating documents will require processing through BFO/TR prior to the commitment of official funds. X

B. OTR VACANCIES - GS POSITIONS.ComponentProfessionalClerical

25X1

Instructor Development Program
 Plans & Policy Staff
 Assessment & Evaluation Staff
 Support Staff/Headquarters
 Support Staff/
 Basic School
 Intelligence School
 Operations School/Headquarters
 Operations School/
 Operations School/
 Language & External Training

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D. OTR TIME AND ATTENDANCE REPORTING. BFO/TR has assumed the responsibility for all OTR Time and Attendance Reports and related duties as of 5 July 1955. All Time and Attendance matters will henceforth be referred to Miss rather than as in the past. 25X1 25X1

E. OTR FY 1957 BUDGET (OFFICE ESTIMATE). The final draft of OTR Budget narrative statements are being reviewed by XO/TR prior to submission to the Comptroller before the deadline 11 July 1955.

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F. T/O AUDITS. [redacted] of Classification and Wage Division is completing his final audits of the Administrative Branch. He has initiated his review of the ISB positions. Several amendments to the T/O of IETS and Operations School are still being considered by the Management Staff.

G. INSTRUCTOR DEVELOPMENT PROGRAM. The allotment appropriation for this program has been approved for FY 1956. The Personnel Section is initiating actions to reassign candidates currently in process. To date, it had been necessary to mis-slot such persons in other T/O vacancies.

H. CHAIR STORAGE, R & S AUDITORIUM. A number of large dollies were constructed and delivered to R & S Auditorium. These dollies will be used to facilitate the handling of the auditorium-type chairs which are stored under the stage. Storage of chairs in this manner will cut in half the time normally required to convert the auditorium's seating capacity from the normal 125 to 400.

I. CLERICAL ASSISTANCE FOR FINANCE OFFICER. [redacted] has advised the Personnel Section that arrangements have been made locally to assist in handling the temporary work load in the Finance Office. [redacted] had offered the assistance of [redacted] on a TDY basis, but this will not be necessary at this time.

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J. [redacted] Weekly report of the utilization of [redacted] for the period 29 June through 5 July is attached.

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25X1 Attachment: [redacted]

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